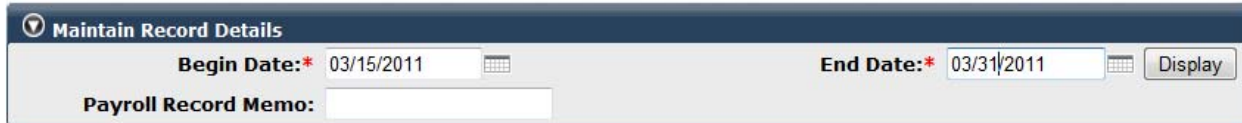# my|CalPERS Payroll
How to Add a Payroll Adjustment for a Retroactive Salary Increase

Scenario: A Participant received a pay raise three months ago but it wasn't reported on any payroll. Now the Business Partner is adding this adjustment to their current monthly payroll. This can be done in a lump sum; however, if the pay raise was in the middle of the pay period, it's recommended that they add the first month's adjustment separately. The rest can be combined.

Example: The Business Partner reports payroll monthly. It's June and the Participant got a pay increase on March 15th. The Business Partner would add a payroll record for the March pay increase then add a separate payroll record combining the pay increase for April and May.

After copy forwarding a prior payroll,
1. Do a search within Search a Record in the Report for the Participant.
2. In the Records Present in the Report, select the Add New button.
3. In the Maintain Record Details, change the Begin Date and End Date of the prior period of when the Participant earned the increase in pay, and then select the Display button.
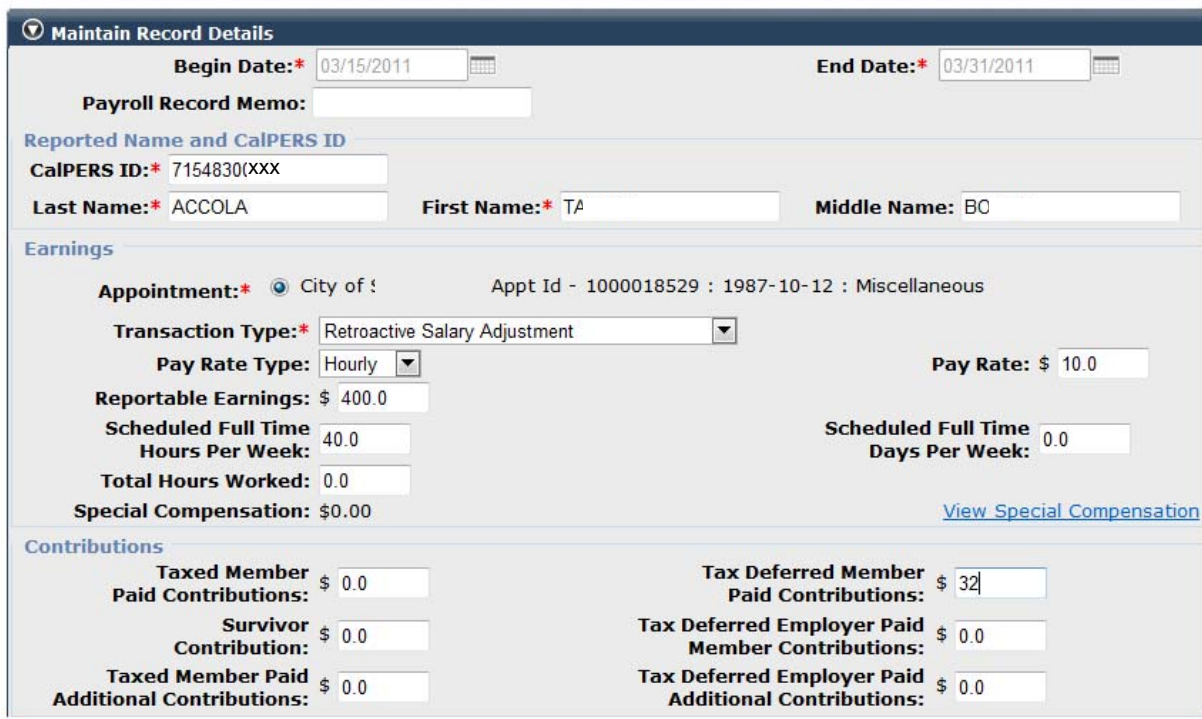

4. Complete the Maintain Record Details section using the Transaction Type: Retroactive Salary Adjustment, and then select the **Save & Continue** button, so that you can add the next payroll record for April and May.
   Note: If this was the only retroactive salary adjustment being added, you would select the Save & Exit button.

5. Within the Maintain Record Details section, enter the Begin Date and End Date for April and May, and then select the Display button. Repeat step 4, and then select the Save & Exit button.

Payroll Report Details

Participant

SSN: xxx-xx-2828	**CalPERS ID:** 7154830(xxx·	**Participant Status:** Active
Name: T. ACCOLA		

Report

Report Type: Payroll - Earned Period	**Earned Period:** 06/01/2011 - 06/30/2011	**Report Status:** Pending Release
Program: CalPERS	**Schedule Name:**	**Test Report:** No

Record

Record Status: Pending Validation	**Record Count:** 1 of 1

Maintain Record Details

Begin Date: * 04/01/2011   **End Date:** * 05/31/2011   Display

Payroll Record Memo:

Save & Continue   Clear   Save & Exit